

Digitization Projects Collection Policy

Preface: The newly created Preservation Unit is faced with an influx of digitization requests. Currently there are no policies or priorities to guide the unit in selecting projects or prioritizing them once accepted. The Libraries also do not have a Digital Asset Management System in place, further limiting the kinds of projects the Preservation Unit can take on in the near future. This proposed policy is intended to guide selection of projects for the next three years in order to allow the unit to complete the digitization projects to which it has already been committed and to prevent over-commitment of the unit while it is refining its workflows and procedures.

For the short term, therefore, the Digital Projects Collection Development Policy will be of necessity narrowly focused. The policy will be revisited in three years to consider expanding the scope of the policy.

1. Mission and Guiding Principles.

The mission of this policy is to guide the Preservation Unit (specifically the Director of Preservation, Manager of the Digital Service Center DiSC, and the Digital Preservation Librarian) to determine the priorities for digitization projects. Each digitization project requires faculty, staff, and student labor within Preservation as well as within other units in the Libraries. This policy will be used to determine which projects the Libraries' resources will be focused on with regards to digitization projects.

2. Scope.

The research and teaching mission of Texas A&M University is very broad. In order to balance the demand for digitization, the following criteria will be used to determine the priority for digitization.

Materials in the following categories will be considered high priority for digitization:

- University administration requests for digitization of materials already in our collection
- Materials reflecting the teaching, research, and scholarly output of Texas A&M faculty and intended for deposit into the institutional repository (OAKTrust)
- Materials collected by the Texas A&M University Libraries that are unlikely to be preserved elsewhere
- Materials designated by the Libraries to solve immediate space needs

Materials in the following categories will be considered medium priority for digitization:

- Patron requests for digitization of Special Collections and Archives materials already in our collection
- Materials produced by Texas A&M University or closely-affiliated institutions (TAES, TEES, etc.), particularly those related to STEM fields (science, technology, engineering, and mathematics)
- Materials reflecting the history and culture of Texas A&M University
- Materials in the university's archives and special collections
- Materials reflecting the history, culture, and natural history of the Brazos Valley Region

Materials in the following categories will *not* be considered for digitization:

- Materials freely available and hosted elsewhere
- Materials already commercially available elsewhere
- Materials already preserved in a trusted digital repository
- External digitization projects
- Federal government documents

3. Selection Criteria.

Within the scope of the digitization program, certain materials are more readily digitized than others. Before any digital project can be approved, the following criteria must be discussed with the Preservation Officer. Certain criteria *must* be met before a project can proceed. Other criteria are optional, but must be considered in the planning stages of the project before approval can be granted. Not all of the optional criteria are of equal weight in determining whether the project can or will be approved.

Criteria that *must* be met (“Deal-breakers”):

- The project is within the scope of the digitization policy
- The copyright status and other rights or legal issues can be resolved
- Organization and metadata issues can be resolved
- Funding and staffing can be obtained
- The material is of suitable condition and format for digitization
- The Libraries receive non-exclusive rights to display the digitized materials
- The Libraries permanently retain a copy of the digitized materials

Additional criteria (not all must be met for a given project):

- The material supports teaching and research at Texas A&M
- The material has relationships to other digital collections
- Digitization provides the potential for transformative use
- Digitization provides protection for rare or at risk items
- Security can be arranged for extremely valuable items
- Digitization does not duplicate effort
- The project has potential for cooperation with other institutions
- Appropriate technology is available
- There are current and potential users for the collection
- Digitization provides increased accessibility to the material
- The collection promotes diversity of ideas and viewpoints

4. Digitization Considerations.

Full specifications for digitization are outside the scope of this document. For purposes of collection development, the following considerations apply:

- For non-print materials, is the technology available to convert from the existing format to digital?

- For all materials, can the materials be safely handled during the digitization process or, if not, is the sacrifice acceptable?
- Is the timeline realistic?
- Some materials may be deemed more suitable for outsourcing to commercial vendors

5. Ownership of Materials.

For materials that are not the property of the Texas A&M University Libraries, the Libraries must be assured of clear copyright prior to digitization. Resolution of copyright issues associated with the materials is the responsibility of the proposer of the project. The owner of the material must grant Texas A&M University Libraries a non-exclusive right to digitize and display the materials.

6. Maintenance and Removal.

It is the intent of the Texas A&M University Libraries Digital Collections that all materials are to be made available in perpetuity. The University Libraries reserves the right, however, to remove items from the collection if it is determined that

- Violation of copyright or restrictions placed upon use have occurred
- Metadata are inaccurate and cannot be corrected
- Linked content is no longer available or reliable
- Material within the collection has been changed such that it no longer adheres to this policy
- Other significant impediments to use or value of the collection exist

The originator(s) of the collection, so far as possible, will be notified in writing of the intent to remove all or portions of a collection and offered an opportunity to correct any deficiencies.

7. Policy Review

This policy is to be reviewed annually and approved by the Preservation Officer and the Dean of the Libraries.

Initial Adoption:

Director of Preservation

Date

Associate Dean of Information Resource

Date

Dean of the Libraries

Date

